

The City of Renton is accepting applications for

<p style="text-align: center;"><b>SECRETARY II</b> <b>COMMUNITY SERVICES DEPARTMENT</b> (Represented by 2170 AFSCME)</p>
--

**Salary Range: \$3,180 - \$3,869 per month**

**Date Opened: February 2, 2007**

**Date Closed: February 16, 2007**

**APPLICATION PROCEDURE**

To be considered for this position in the Community Services Department, complete and return a City of Renton **Application, Skill Inventory Sheet, and Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057. **Postmarks are not accepted.** Applications that are faxed or emailed will not be accepted.

**Applications may be obtained by using the following options:**

- Download an application from the City's website, [www.rentonwa.gov](http://www.rentonwa.gov). Click on "City Jobs Available";
- Request an application via email at [bsandler@ci.renton.wa.us](mailto:bsandler@ci.renton.wa.us);
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

**NATURE OF WORK**

Under the direction of an assigned supervisor, plan and perform complex administrative office coordination to assure smooth, timely and efficient office operations for the department; research, collect, analyze and compile data and information for inclusion in reports; maintain financial records, files and budgets related to departmental operations, programs and expenditures.

**REPRESENTATIVE DUTIES**

- Plan and perform complex administrative office coordination; compose, prepare and type a variety of correspondence, memos, reports and other materials.
- Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned department; research, analyze and prepare recommendations or conclusions on assigned projects.
- Organize and coordinate office functions, activities and communications; assure efficient workflow and office operations.
- Maintain complex and comprehensive financial records and files pertaining to departmental expenditures, budget balances, investments, payroll and operations; prepare status reports, charts and graphs as requested.
- Prepare a variety of statistical, financial and narrative reports and records as necessary; assist in budget preparation and control; prepare and coordinate purchase of office supplies, equipment and other expenditures.
- Provide staff support and administrative assistance to boards, commissions, and committees; prepare reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions.
- Research, analyze and prepare information on a variety of topics for dissemination to the public through the media, conference presentations, community meetings and City literature; coordinate efforts with City departments, government agencies and vendors.
- Operate business and office machines including computers, copiers, calculator, and typewriter.
- Perform related duties as assigned.

**Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.**

### **WORKING CONDITIONS**

Work is performed in an office environment. Some positions in this classification may be required to drive an automobile to deliver and pick-up documents and other materials.

### **MINIMUM REQUIREMENTS**

Any combination equivalent to: graduation from high school including or supplemented by course work in business administration, office management, secretarial training or related field and three years of increasingly responsible secretarial or administrative office support experience.

### **LICENSES AND OTHER REQUIREMENTS**

Some positions in this classification may be required to possess a valid Washington State driver's license.

### **APPLICATION AND SELECTION PROCEDURE**

- Applicants whose experience and qualifications most closely meet the requirements of the position as determined by the application and answering the skill inventory sheet will be invited to participate in a competitive selection process consisting of a series of pass/fail skills tests scheduled for March 2 and 5, 2007.
- The skill inventory sheet is utilized as a means to screen applicants.
- The skills tests will consist of a Basic Word exam and a Proofreading I exam, each requiring a passing score of 70%. Additional advisory tests include a typing test, an Excel test and a writing assignment.
- Applicants passing all phases of the skills tests will be scheduled for an oral interview weighted at 100% and requiring 70% to pass scheduled for March 8 and 9, 2007.
- A 6-month eligibility list may be established following completion of the testing process.

Applicants invited to participate in the selection process, who require ADA accommodation, are asked to notify HR&RM at the time they are scheduled for testing. Healthcare provider documentation, attesting to accommodation requirements, shall be required prior to testing.

### **VETERAN'S PREFERENCE**

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application along with the Veterans Status form. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. EOE-/bcs/2/07